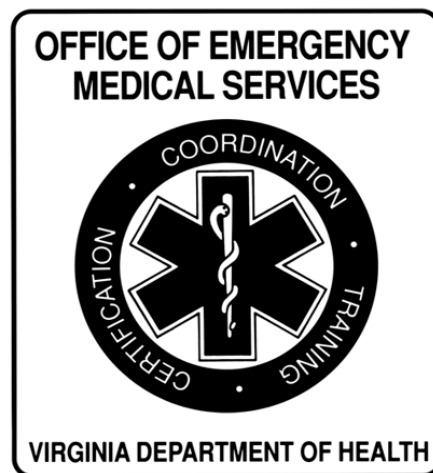


**Guidance Document EMS-1013**

**EMS DISASTER TASK FORCE  
PUBLIC HEALTH STRIKE TEAM  
COORDINATION TEAM  
ESF-8 COMMUNICATIONS AUXILIARY  
  
COMMUNICATIONS FORMAT BOOK**



**Edition 1.0  
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**Virginia Office of Emergency Medical Services  
1538 East Parham Road  
Richmond, Virginia 23228**

**EMS DISASTER TASK FORCE**  
**PUBLIC HEALTH STRIKE TEAM**  
**COORDINATION TEAM**  
**ESF-8 COMMUNICATIONS AUXILIARY**  
**COMMUNICATIONS FORMAT BOOK**

1. Purpose: The Communications Format Book provides members of Virginia's Health and Medical disaster response resources a complete set of current communications formats used for passing alert, situation, and mission tasking information during disasters. These formats have been tested and refined in a series of exercises and in actual disaster responses and represent the fastest and most efficient methods of organizing and transmitting information under austere crisis conditions.

2. Content: This book includes the specific communications Disaster Standard Operating Procedures (DSOP) used by the ESF-8 Emergency Support Center and copies of the forms established by the DSOP. Very detailed instructions are included with each form to allow its use or understanding by persons with no previous training, simply by following the instruction. However, we encourage study of and practice with the forms prior to their use.

3. Use Of Formats: the following table summarizes how the various formats are used:

Action	From	To	Format Name	DSOP
Early Warning	Emergency Support Center	Key personnel. Communications Auxiliary	Warning Order	311
Alerting and Changing State of Alert	Emergency Support Center	EMS Task Forces. C Teams. Public Health Strike Teams.	Alerting Format	308
Situation Briefing	Emergency Support Center	EMS Task Forces. C Teams. Public Health Strike Teams. Command	ESF-8 Emergency Briefing	310

		Hospitals.		
Reporting	EMS Task Forces. C Teams. Public Health Strike Teams.	Emergency Support Center	Unit Report	309
Mission Tasking	Emergency Support Center	EMS Task Forces. C Teams. Public Health Strike Teams.	Mission Tasking	304
Radio Message	All	All	Radio Message	305
Patient Reporting	Emergency Support Center. Task Forces. Command Hospitals. NDMS.	Emergency Support Center. Task Forces. Command Hospitals. NDMS	TRANSAID	312

4. Recommendations For Changes: Suggested changes to the forms or their standards for use should be directed to the Director of Emergency Operations, Virginia Office of Emergency Medical Services.